



2020

TENNIS

Facilities and Services Information Sheet

The purpose of the Berkeley Heights Recreation Commission Tennis Court Rules & Regulations is to ensure all permit holders have equal access to the tennis courts. All players are encouraged to cooperate in the spirit of tennis etiquette and courtesy as well as follow the rules of play and usage.

Tennis Permits

Tennis permits are required by both residents and non-residents to play on the six courts at Columba Park. A resident is any person who resides in or owns property in Berkeley Heights. A family shall include two adults occupying the same Berkeley Heights residence and all dependent children (21 years and younger or still in college). All other children 22 years and older must purchase their own permit.

Permits can be purchased online, via CommunityPass, calling the Recreation office (908) 464-0550 or in person at the courts. If purchasing your permit(s) at the courts, only cash or check will be accepted.

Fees

	Resident	Non-Resident	Guest
Child (5-14)	Free	\$10.00	Resident Guest \$3.00 / player per hour
Youth (15-21)	\$15.00	\$25.00	Non-Resident Guest \$3.00 / player per hour
Adult (22+)	\$40.00	\$50.00	<i>All guest fees will be collected at the tennis courts.            Guests not accompanied by a permit holder will be allowed to use the courts only if there is space available.            Players without a permit will be given the option of purchasing a seasonal permit.</i>
Senior Citizen (60+)	Free	Free	
Single Parent Family	\$40.00	\$50.00	
Family	\$60.00	\$70.00	

**Off-Season** Beginning August 1st, all permit fees are half-price.

Lessons and Leagues

**Tennis Instruction** The BH Recreation Department offers tennis instruction for many age groups during the spring, summer and fall. Program information can be found on the township website at [www.berkeleyheightstwpnj.gov](http://www.berkeleyheightstwpnj.gov) by clicking on the RECREATION link.

**Private Lessons** Private lessons are NOT permitted during the hours of 7:00-10:00am (Saturday & Sunday) & 6:00-10:00pm (7 Days a Week). Ball-hoppers and ball machines are not permitted during these times. Maximum of 6 balls used per court. Verbal instruction must be kept to a minimum so as not to distract other players. Permits must be presented and any guest/instructor fees must be paid.

**Tennis Instructors** Private lessons are allowed to occur at the tennis courts. All instructors are required to purchase an Instructor Permit. This can be done through the recreation office only.

Court Reservations

Online Reservation Instructions:

Log onto Community Pass and Click on “Berkeley Heights Recreation”. \* Click - Tennis Court Reservations 2020. \*Verify Email address. \* Click - Tennis Court Reservations. (Please note: There is a 2 hour limit per day, per family) & (Reservations can only be made 1 day in advance). \*Choose your court date and time, up to two hours. Note: After 4:00 PM, a hard copy of the reservation list will be posted at the courts, allowing for hand-written reservations to occur for the remainder of that day only. If you have any questions please call the Recreation Department for assistance.

## Permit Checks

The BH Recreation Department reserves the right to check permits at any time. Tennis attendants will inspect tennis courts both on assigned basis and on a periodic spot check. Players must have their permits on hand to verify they have paid for one. Failure to show a permit will result in having to pay the assigned fee or leave the courts.

## Schedules of Play

### Court Availability

**In-season play:**  
June – September

**Post-season play:**  
September 9 – November 4

**Courts are CLOSED:**  
November 5 – mid-March

### Weekdays

June

July

August

September

October

8:00am – 10:00pm

8:00am – 10:00pm

8:00am – 10:00pm

8:00am – 9:00pm

8:00am – Dusk

### Weekends

7:30am – 10:00pm

7:30am – 10:00pm

7:30am – 10:00pm

7:30am – 9:00pm

8:00am – Dusk

### Lights

Lights for the courts will automatically **turn off** at the following times:

#### June - September

10:00 PM

#### July and August

10:00 PM

### Special Dates:

## Player Time

**Restrictions** If courts are empty, players may play for more than one hour. Players must yield the court to players who have not played for one hour, or to those who have reserved the courts prior.

**Singles Play** is allowed for one hour per day.

**Doubles Play** is allowed for 2 hours per day from 7:00am – 6:00pm and 1 hour per day from 6:00pm – 10:00pm.

**Holding Time** A court may be held open for ten minutes after the time indicated on the reservation sheet. Non-appearance within the ten-minute period cancels the reservation; the court is forfeited.

**Court Changeover** Both in and out of season, singles and doubles play will always end on the hour. The courts must be turned over to waiting players no matter how long one has played prior to the end of the hour.

## General Information

- Sneakers and shirts are required on the courts.
- Permits are not transferable! Any permit holder who allows another person to use his/her permit will result in the loss of permit privileges for one year.
- An individual or group wishing to use the Columbia tennis courts for an organized program of instruction or tournament must request permission from the Berkeley Heights Recreation Department in writing.
- The Berkeley Heights Recreation Department reserves the right to restrict court use during scheduled programs including seasonal instruction and tournaments.
- Alcoholic beverages, bicycles, skateboards, dogs, rollerblades, baby carriages, radios, spectators and loitering are prohibited on the tennis courts.
- We require all private lessons to be scheduled in advance by the Instructor Permit Holder. We reserve the right to limit the number of private lessons given by any instructor on any given day. Instructors' students must have a permit at the time of the lesson. If student does not wish to own a permit, guest fees will apply.
- The Berkeley Heights Recreation Department and its employees are not responsible for any lost items. Items left on the courts will be picked up by either tennis attendants or maintenance personnel and left in the tennis shelter or brought to the Recreation Office.
- The Berkeley Heights Recreation Department accepts used tennis balls! If interested, please give them to tennis attendants or bring them to the Recreation Office.

All inquiries/ questions/ concerns should be directed toward Howard Lee (Tennis Court Supervisor) or Recreation@bhtwp.com